	Sanitized - Approved For Release : CIA-RDP78-00699A000100060003-9	
	And Document to. ool	- Harris
	CHA. V. L. ass. A	
	DECLASSIVAND	
	GEO CAREER SERVICE ACTIVITIES DA MONO, 4 Apr. 77	C
	10 December 1953 - 15 zauthr LDA R: . 77/1763	unt.
	Date: 2 d War By: OX D	hindings.
	1. Promotions processed within General Services Office 11	
	2. Employees released for transfer to other types of work	
	3. Employees requesting Agency approval to engage in non- time, and at their own expense.	
	a. Agency employees taken on training and orientation tours of the Printing and Reproduction Flant in Alexandria, Firginia. 2	
	or on CIA time. (See attached list)	
25X1A6a	6. One employee, for transfer to the Office of Communications for overseas rotation to a OS Career Designation. His transfer was effective 3 January 1954, on h January 1954,	25X1A9a
	7. A draft of a memorandum to all CIA employees overseas who have been assigned the GS Career Designation was prepared and submitted to the Asproval of same, with minor revisions, was received in January 1953. It chief of Administration, DD/P, Attention:  To transmission for transmission	25X1A9a
	these explayers having been recommended for OS Career Designations. However, upon reviewing their files, it was noted that their experience and present with the recommendation that they be referred to the logistics Office enlisted son, so would not receive CTA career designations; but it was suggested that the Logistics Office should receive information regarding the logistical support positions they were econopying.	
	2. Harmanta	25X1A9a
	195h for approval for and the state of Photography I" and "Practice of Photography I".	25X1A9a
	ookrabul I.	

COMPENSAL

## Sanitized - Approved ForRelease 1 - RDF78-00699A000100060003-9

## GEO CARCER SERVICE ACTIVITIES

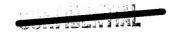
16 December 1953 - 15 January 195h (Continued)

Both of these employees are receiving on-the-job training in the Photography Branch of the Printing and Reproduction Division, and this additional training is an extended course of instruction in line with their present duties. It will also enable them to acquire additional knowledge and skills in photographic work in a shorter period of time then would be required in the Printing and Reproduction Division due to the daily workload which must be processed through the CIA plant.

- 10. During this period we required information from the Secretary to the BD/A Career Fervice Board that Artist Illustrators engaged in graphic and creative art work in other than the Office of Research and Reports, IB/I, would be assigned the Career Designation CD-A until a determination is made that another designation is more appropriate. It appears that the majority of these positions exist in ORR at present, except for a few positions scattered elsewhere in the Agency.
- ll. The Secretary to the DD/A Career Service Board also advised that that Seard was in the process of attempting to obtain an everall Agency listing of positions to be earmarked as those of primary interest to the DD/A Offices, for which they would have career planning responsibility. Such a list of OSC positions throughout the Agency is strongly desired, and, in fact, required, to enable the OSC Career Service Board to properly carry out its career planning responsibilities.
- 12. The Office of Training has requested that CSC participate with them is describing the proposed Agency filing system to three groups of Agency personnel (Training Limison Officers, Administrative Officers, and some clerical and stemographic personnel) scheduled to meet 19 January, 26 January, and 2 February 195k, to discuss clerical training meets. A member of our Reserds Services Division will explain the proposed filing precedure at each of these meetings.
- 13. A list has been compiled of those CSO employees who have been selected to attend the Management Course "A" to be conducted periodically by the Office of Training. Three employees are presently attending the course which began 11 January 1954.

25X1A9a

Gwirmen, GSO Career Service Board



## Sanitized - Approved For Release : CIA-RDP78-00699A000100060003-9-11

## ON CLA TAME OF AT CLA FILE BEST

(16 December 1953 - 15 January 195k)

25X1A	Present Title Presen	t Grade	<u>Sensol</u>	Course	Dates Attended
	Mioropho tographer	04:-14	CIA Office of Training	Typing II	1/11/54 - 1/29/54
(	Records Analyst	05-11	*	BIC(SUP) Basic Intel- ligence #7	1/11/54 - 1/29/54
	Amet. Chief, Printing & Reproduction My.	GE-13	¥	Management Course "A"	1/11/54 - 1/22/54
	Chief, Machine Records Ersneh	08-13	*	Menagement Course *A*	1/11/54 - 1/22/54
	Public Bldg. Supt.	<b>3-11</b>	€	Hanagement Course "A"	1/11/54 - 1/22/54
A 4	Tab Project Flamer	ぴつ	IBN Sebool Washington, D.C.	60h Calculator Wiring	1/6/54 - 1/19/54

Sanitized - Approved For Release : CIA-RDP78-00699A000100060003-9